

~~SECRET~~ EYES ONLY

ORD-5994-70

5 October 1970

MEMORANDUM FOR: Director of Research and Development
THROUGH: Special Panel, CSP
SUBJECT: Recommendation for Promotion -
25X1A9a [REDACTED]
GS-5 to GS-6

25X1A9a

1. [REDACTED] has served as a secretary in the Analysis Division since July 1967. In March 1969 she was promoted to her present grade. [REDACTED] has performed her duties in a very excellent manner. She has worked hard and has responded well and cheerfully to many varied demands placed upon her. She has been particularly helpful in organizing and maintaining the administrative files concerned with budgets, contracts, and IPRD matters. Her participation and contributions in using available computer methods are especially noteworthy.

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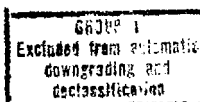
25X1A9a

2. [REDACTED] has taken on more responsibilities in the past year. She has been of direct assistance to Chief, An/ORD on administrative matters. She has demonstrated a mature and effective role in her work involving contracting and support matters concerned with the IPRD. She has been most dependable and helpful to all of the staff in a period of high activity with less than adequate technical staff coverage.

3. Because of the continuing excellence of her performance and because of the additional level of responsibility which she is continuing to assume, we recommend that promotion action for [REDACTED] go forward as soon as possible.

25X1A9a

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Approved

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8 December 1970

MEMORANDUM FOR: Special Panel/ORD

SUBJECT : Justification - Promotion
25X1A9a [REDACTED]
GS-5 to GS-6

25X1A9a

1. The duties of [REDACTED] are listed below:

ORGANIZATION & MAINTENANCE OF ANALYSIS FILES

Contributions made, material organized, records kept beyond what is expected of a secretary. [REDACTED] is an essential part of the An/ORD action processing and contract control activity.

25X1A9a

CONTRIBUTIONS ON COMPUTER METHODS

- a. Active use and refinement of several on-line retrieval files.
- b. Actively uses Query, Update, Generate, Compose, etc. Functions with reference to active data bases, e. g., An/ORD Security File.
- c. Trial and experimentation with several experimental programs running in IPRD.
- d. Input processing, data input, plus edit on projects, often [REDACTED]

25X1A2d2

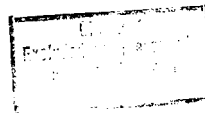
2. INCREASED RESPONSIBILITY

Has progressed to a point where she can carry on effectively and uses initiative in the absence of the senior secretary. She, in fact, is probably more alert to needs and requirements in the broader situation than the present senior secretary and can be depended on to make sensible judgments.

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[REDACTED]
C/An/ORD

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SUBJECT: 25X1A9a
Recommendation for Promotion -
[REDACTED]
GS-5 to GS-6

25X1A9a
4. It is recommended that [REDACTED]
be promoted from a GS-5 to a GS-6 [REDACTED]

25X1A9a [REDACTED]

Chief, Analysis
ORD/DD/S&T

RECOMMEND APPROVAL:
25X1A9a
[REDACTED]

Chairman, Special Panel, CSP

7 APR 1971

Date

APPROVAL:

Director
of
Research and Development

Date

Distribution:

- Orig. & 1 - Addressee
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An/ORD/DD/S&T: [REDACTED] ss:2143

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